# CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:	AD852				
Classification Specification:	ECONOMIC DEVELOPMENT DIRECTOR				
Salary Range:	Executive Level 3 – Management Benefit Level A				
Position Description (Working Title): <u>Director of Economic Development</u>					
Incumbent:					
Location: Administration					

### **GENERAL PURPOSE:**

Under the direction of the Mayor and the Chief Administrative Officer, incumbent is responsible for planning, developing, administering, and evaluating the overall economic development of the City of Kent, the management of major development or redevelopment projects initiated by the City, and the overall management of City communications, public relations, community relations and governmental affairs activities and coordination.

This executive level position has complete charge of the work and employees of the department; develops and ensures the accomplishment of short- and long-range strategic plans and initiatives related to economic development and community/public/governmental relations to meet the City's strategic targets and objectives set by the Mayor and City Council; provides overall leadership and management of major development or redevelopment projects including budgeting and financial oversight, contract negotiation and administration, and scheduling; meets with and coordinates with other city departments and personnel, outside public and private agencies and the public as needed; participates in diverse activities associated with the economic development, business recruitment and retention, and other activities to ensure the economic vitality of the City of Kent. Work may be reviewed for fulfillment of organizational objectives, effect and influence of the overall programs in area of responsibility, and the contribution to meeting the community's needs.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan, develop, administer, and evaluate all economic development activities within the city; and coordinate and encourage the development of strategies that maintain and enhance the long-term economic vitality of the city.

Provide leadership and project management for the major development and redevelopment projects initiated by the City to develop and/or revitalize the City's economy. Examples include the Kent Station, the Kent Events Center, etc.

Provide leadership and direction to the Communications and Public Affairs Manager and oversight of the Neighborhood Programs; supervise and evaluate assigned staff; and ensure that the department meets the organizational mission, vision, values, and the City Council target issues.

Negotiate with developers and/or consultants for all phases of the project; coordinate and review the work of contractors, developers, and/or consultants for the project; and monitor contracts for compliance.

Prepare grant requests, contracts, or other documents in support of the project.

Schedule work to ensure completion of projects in accordance with established timelines and budget limitations; and manage operations to assure efficiency and cost-effectiveness.

Participate in the development and administration of the project budget; participate in the forecast of funds necessary for staffing, equipment, materials and supplies; monitor and approve expenditures; and maintain related financial records.

Coordinate communication and meet with City departments, governmental and private agencies, consultants, architects, contractors, vendors, and the general public to determine needs.

Compile and analyze statistical and technical information and data; prepare reports concerning the project and related activities; and direct the maintenance of comprehensive records and files related to project.

Serve as a City representative at various meetings as required; and participate on committees and deliver oral presentations as needed.

Provide input for the City of Kent Standard Specifications for public works projects.

Work with the real estate, finance, development, and property owner communities to facilitate economic vitality.

Continue implementation of the City's Downtown Strategic Action Plan by facilitating the development and redevelopment of Downtown residential, office, commercial, and public sites.

Research and prepare marketing materials, which will assist in responding to inquiries about local economic development opportunities in the city, including information about utilities, taxes, zoning, transportation, community services, and financing tools.

Develop and implement a permit process modernization plan and other key Mayoral initiatives as assigned.

Select, hire, develop, and evaluate a competent, well trained, properly structured and motivated staff capable of achieving departmental goals and commitments; establish

and communicate performance standards and provide staff with timely feedback, coaching, and technical information to ensure a knowledgeable and skilled staff; and implement corrective actions and terminations as necessary.

Provide technical expertise, respond to, resolve, and answer difficult and sensitive questions, conflicts, and complaints.

Analyze and assist in prioritizing potential economic development projects/opportunities and assist in implementing those projects.

Prepare the economic development budget; and ensure financial accountability and appropriate record keeping and internal controls.

Serve as a member of the Mayor's leadership team; and assist in the development of City-wide strategic planning, policy, and organizational development.

Perform other duties and special assignments as directed by the Chief Administrative Officer, Mayor, or City Council or as may be required by the laws of the state.

Become familiar with, follow, and actively support, the City's mission, vision, values, and adopted behaviors.

## PERIPHERAL DUTIES:

May serve as acting Chief Administrative Officer in the CAO's absence as assigned.

Perform related duties as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES:

#### KNOWLEDGE OF:

- Principles, practices and tools of economic development, commercial and residential (mixed use) and general development projects
- Local real estate market
- Critical Path Methods
- Municipal government policies, operations, procedures, objectives, and structure; and applicable local, state, and federal laws, codes, regulations, and ordinances
- Effective and result-oriented management principles and practices
- Current trends, developments, and legislation pertinent to revitalization and development projects
- Government Relations at the Federal, State, Regional and local levels.
- Negotiating skills and techniques
- Organizational and management practices as applied to the analysis and evaluation of project management
- Preparation and delivery of press releases and other forms of public information
- Research methods
- Principles and practices of administration, supervision, and training
- Record-keeping techniques

- Municipal government budget preparation and monitoring
- Project financing and tax refinancing
- City organization, operations, policies and objectives
- Modern office equipment and procedures including use of a personal computer and applicable software

### SKILLED IN:

- Management of large, multi-faceted development projects
- Planning, organization and scheduling to meet timelines
- Using interpersonal skills with tact, patience and courtesy
- Effective organization, expression, and presentation of ideas and/or information through oral and written communications
- Effective use of interpersonal skills in a tactful, patient, and courteous manner
- Motivating and managing staff including hiring, training, directing, evaluating, awarding, and disciplining employees
- Effective negotiations, consensus building, and creating partnerships
- Maintaining records and preparing reports
- Preparing and delivering oral presentations
- Working independently with little direction

#### **ABILITY TO:**

- Review project cost estimates
- Plan, organize, and direct short and long-range strategic plans
- Effectively direct and evaluate the work of others
- Understand codes, rules, regulations, policies, and procedures
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Respond to requests and inquiries from the general public, outside agencies, and City personnel
- Speak effectively and present complex ideas and information in a clear and concise manner to elected officials, top management, employee groups, and/or public groups
- Demonstrate a positive and progressive customer service philosophy and attitude
- Work effectively under pressure, meet deadlines, and adjust to changing priorities
- Add, subtract, multiply, divide; compute fractions, ratios, percentages, and proportions; draw and interpret graphs and charts; and apply these concepts to practical situations
- Define problems, collect data, establish facts, and draw valid conclusions; apply common sense understanding to solve practical problems and deal with a variety of abstract and concrete variables in situations where only limited standardization exists
- Exercise a high degree of independent judgment and conceptualize, influence, and develop objectives, goals, and guidelines for the department
- Initiate creative improvements, manage change, and stimulate collaborative problem solving
- Compose, proofread, and edit correspondence, reports, contracts, policies, procedures, presentations, etc.
- Review statistical data and identify future trends; review and evaluate complex data and implications and make appropriate recommendations

Position Description: Economic Development Director Page 5 of 6

# EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree in Business/Public Administration, Economics, Marketing,

Finance, Urban Planning, Commercial Real Estate, Political Science or a closely

related field; and

Experience: Five (5) years of management experience in economic development, preferably

including execution of a significant public project intended to stimulate the local

economy.

Or: In place of the above requirements, the incumbent may possess any combination

of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities

listed above.

# LICENSES AND OTHER REQUIREMENTS:

Master's degree in a related field is highly desirable.

- Valid Washington State driver's license, or the ability to obtain within thirty (30) days of employment
- Must successfully pass the city's pre-employment records check and maintain an excellent driving record

# MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment used including, but not limited to, personal computer and related software, telephone, fax and copy machine, calculator, projector, and dictaphone.

The incumbent may also be required to operate a City vehicle to travel to different sites.

# PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle and feel; talk; and hear. The employee is frequently required to lift and or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel; and reach with hands and arms. Specific vision abilities required by the job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

Position Description: Economic Development Director Page 6 of 6

# WORKING CONDITIONS:

Revised: 2/19/07 AH

Work is performed in an office environment and an outdoor field environment. The noise level in the work environment is normally moderate in the office and loud in the field. The incumbent may be exposed to individuals who are irate or hostile. The incumbent is subject to driving to various locations to inspect or review construction projects. Incumbent may be subject to long hours due to attendance at City Council and Committee meetings and other responsibilities at this executive level.

SIGNATURE	ES:					
Incumbent'	s Signature	Date	Supervisor's Signature	Date		
Approval:						
Department	t Director/Designee	Date	Employee Services Director,	/Designee Date		
**Note:	This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.					